

## ABSTRACT

A method and an apparatus to output electronic mail (e-mail) according to degree of importance is provided. The method includes determining the degrees of importance of the e-mails; sending the e-mails whose degrees of importance are determined to another party; separating the degrees of importance of the e-mails that are sent to the other party; and printing the e-mails whose degrees of importance are separated into groups in accordance with the degrees of importance.